

City of Milpitas
Approved Minutes
Telecommunications Commission
June 18, 2007

I. Call to Order & Roll Call:

Telecommunications Commission Chair Albert Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta, R. Shaw, S. Bansal, I Munir, S. Bilgrami, N. Gupta, and W. Lam, V. Mathur

City Council: A. Gomez

I.S. Staff: B. Marion, E. Pasion

Members Absent: P. Peterson, H. Tran

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

No announcements were made for the record.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S I. Munir / N. Gupta Ayes: 9

**V. Approval of the Minutes
May 21, 2007**

Motion to approve the minutes as amended.

M/S S. Bansal / V. Mathur Ayes: 9

VI. Citizen's Forum

No comments made for the record.

VII. Continued-New Business:

1. Telecom Master Plan Review.

Staff introduced the review of the city's current telecommunications master plan. The document outlines and future technology action items for the city and various proposed telecommunications projects. The goal would be to present the findings to city council and start the planning process for next year's budget cycle.

Chair Alcorn requested that copies of the master plan be emailed to commission for review and update. He

requested that this item be discussed again for the July 16th meeting. Chair Alcorn also asked about reviewing the technology being used for the new library.

Staff noted that the city's involvement in the library technology roll out would be limited since it will be operated by the Santa Clara County library system in conjunction with the city of Milpitas.

Chair Alcorn reiterated that the commissioners review the master plan document for review at the next commission meeting.

Motion to note receipt and file.

M/S N. Gupta / W. Lam Ayes: 9

2. MCTV Staff Meeting.

Chair Alcorn summarized the process for operating the cable access channel. Volunteer positions of the operation and management MCTV 26 were developed and appointed to various commission members. He also reiterated that the commission would act as the board of directors of the cable television station. He wanted to ensure that there was a separation of the two organizations.

Commissioner D. Gupta reiterated the members that volunteered to oversee the operations of the cable access channel included the following titles and assignments.

Dinesh Gupta, Executive Director
Roger Shaw, Operations Director
Albert Alcorn, Technical Director
Idrees Munir, Marketing and Communications Director
Hai Tran, Program Director
Syed Bilgrami, Information and Technology Director

Chair Alcorn requested input from the various volunteered positions to see what is expected for the duties of that area.

Commissioners D. Gupta reported that hands on training have been conducted for several commission members and continues to be ongoing on the programming of MCTV 26s daily programs. Hard drive equipment to the video server had been reported for replacement and firmware updated are being sent from the equipment manufacturer. The MCTV 26 website is working and taking requests from the community. Commissioner D. Gupta added that submitted programs need reviewing of content. Staff noted that possible advertising of services that is opposite has the policy and guidelines for the cable access policies. As for training, the rest of the commission will be brought up to speed on the operations use of the cable channel.

Commissioner Shaw reported that everyday functions of the cable channel and general operations of cable channel. He noted that a tracking program would be needed to follow day-to-day operations of the cable channel and its programs that are shown over MCTV 26.

Staff reported that Milpitas Adult Education program has requested that it set up a certified training class in video production that could provide trained volunteers that can aid in the operations of MCTV 26. Details are still being worked out and will be reported back to the city council and commission. Chair Alcorn reiterated that the commission would be cross-training the rest of the commission members on the MCTV 26's operational use.

Commission Munir reported that he participated in outreach events with the recent weekend Filipino Festival in early June. He provided information about MCTV seeking out programs ideas and volunteers for MCTV 26. Volunteers and awareness of the MCTV 26 is needed. The commission requested that information be made for cable 15 directing information for cable 26. The commission asked if information that would be added to the Calaveras Blvd message board as well as the city water billing system. Staff would research the details and guidelines with the recreation services and accounts payable department.

Commission Hai Tran, excused from attendance, reported that programs being submitted would need reviewing from other members within the commission for content and compliance with the MCTV's policies and guidelines.

Commission Bilgrami reported that the website has several functions and details related to contacts and programs submittals and details on the video submittals. Scheduling of programs is viewable and accessible by any of the commissioners through their log ins on the MCTV website. Training schedule is also updated and detailed on the website as well. The commission review the web tabs on MCTV26 website and provided feedback on the overall layout of the site. Chair Alcorn asked that information brought forth during the discussion be updated on the website. Electronic messages can be accessed through Gmail.com and reviewed.

Chair Alcorn reported that his involvement would be with the overall technical operations of the cable studio operations, set up and technical programming. His long-term goal would be for live remote broadcasting of local events in the Milpitas community. The commissioners asked if there was a way to determine whether a program was shown. Staff noted that it monitors programs on cable 26 and if a technical glitch occurs during that day it is immediately addressed and

corrected. However, during after-hours there is no way to verify if a program has shown as scheduled. Currently feedback from viewers in Milpitas is the best method if a program was shown as scheduled on MCTV 26.

In summary, the commission requested that the following items be updated or addressed for further discussion: change the Producer title on the website to Submit Program; include language type with program submittal; place information about MCTV 26 on the city's government channel 15; research details on information details placed on city's LED message board on Calaveras boulevard. Chair Alcorn will volunteer to update the information on the MCTV 26 website.

Finally, chair Alcorn reiterated the need to be wary of having a majority of the commission meeting to discuss matters of the cable channel without properly noticing the meeting as a meeting of the group. Staff would be seeking a formal interpretation from the city's legal staff on this matter as well.

Motion to note receipt and file.

M/S N. Gupta / S. Bilgrami Ayes: 9

3. April – May Monthly Reports

Bill Marion, Information Services Director reported on the several items for the months of April and May 2007. The city council recently approved the budget for the next fiscal year and provided direction to all city departments. The information services department has been tasked with determining the current city inventory of telecommunications equipment that would require replacement in the next ten years. A replacement plan is being developed to address what equipment needs replacement and funding. Commissioner Lam asked of the replacement old equipment what is done with equipment. Staff noted that out dated or nonfunctional equipment is then placed on a surplus auction list that is handled through the city's purchasing department.

MCTV 26 held its grand opening was held with much fan fare and coverage from local media. Local officials and community representatives were in attendance for the grand opening.

The city's emergency dispatch center has concluded its participation in an area wide computer aided dispatch interoperability project. The project was funded through a grant from the federal government. The Silicone Valley CAD interoperability pilot project provided a regional view of emergency resources in Santa Clara County area.

Staff is currently moving emergency vehicle communications equipment over to the Earthlink wireless network. In time, all city on board police and fire data

terminals will move over to the Earthlink wireless network.

Interactive Voice Response equipment is being installed for the plan-check business end of city hall. Details are still being worked out on the application side but should be fully operational for use by the city's building inspectors.

The city's website has received nearly one million hits per month on the city's website.

Commissioner Mathur noted that he recently signed up for Earthlink WiFi. He added that he has not been able to connect wirelessly and was charged for technical services. Staff noted that Earthlink has had its own staff on site in Milpitas making calls to WiFi subscribers and addressing their technical problems. Earthlink is now addressing the customer service needs and had held off on any further expansion of this wireless network.

Chair Alcorn asked if staff can pull together the any graphics or data on the first city website from Alpha Internet. He would like to use it as an example of how far the site development has come since 1997.

Motion to note receipt and file.

M/S D. Gupta / N. Gupta

Ayes: 9

4. Round Table Discussion

Chair Alcorn reiterated his thanks and hard work of the commission's working in getting MCTV's police and operation working. The commission will continue to address these items related to MCTV operation in future meetings.

VIII. Adjournment of Meeting

The Commission adjourned the meeting to Monday, July 16, 2007.

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